

Borehamwood RBL Club. Hall Hire Terms and Conditions

- All Hirers will be required to produce their paid-up British Legion Club membership card or, in the case of non-members/external Hirers, ID. (eg: Passport/Driving Licence/Utility Bill).
- Hire fees will be advised at the time of enquiry, subject to Club Secretary approval
- All hires will be subject to a **£50.00 Non-refundable holding deposit** at the time of booking which will be deducted from the final hire charge.
- All hires are also subject to a **£200.00 deposit** to cover any damages and cleaning costs, refundable within 5 working days of the event. Should any damages/costs to the Club exceed the £200.00 deposit, estimates will be obtained from tradespersons and agreement will be reached between the Hirer and the Club to cover extra costs incurred.
- Cancellations require a three weeks notification in advance of the event. No refunds will be given for late cancellation.
- Smoking and Illegal drugs are strictly forbidden on the premises. Persons found contravening these rules will result in the Hirers loss of the £200 Refundable deposit. A smoking area is provided to the front of the premises.
- Under no circumstances must alcohol be brought into the Club. All drinks must be purchased from the bar.
- 18th or 21st Birthday events are not allowed.
- Under no circumstances will decorations be fixed to walls and ceilings. The Hirer will be advised of which areas can be decorated.
- The Hirer is responsible for clearing away all rubbish after the event, including tables and dance floor areas. (Rubbish bags will be supplied).
- All hires must be approved by the Club Secretary

Event Hire Details

- Functions are limited to a maximum of 120 people.
- The Hirer is responsible for completing the visitor's book at the front desk.(Party Block Booking)
- All hire costs and deposit(s) must be paid at least 14 days prior to the event date.
- Cancellations and no-shows will be charged unless prior arrangements have been agreed with the Club.
- If access to the Club is required before 7pm (Evening events), prior arrangements should be made with the Club Steward.
- All music must stop at 11.15pm unless otherwise agreed at the time of booking.
- The bar will shut at 11pm. An extra hour can be arranged with the Club Steward at an extra cost of £25.00.
- Funeral Hire is for a maximum of 4 hours. Additional time and bar service is at the discretion of the Club Steward.

Health and Safety

The Club operates within current Health and Safety regulations.

All clearly-marked Fire Exits should be kept closed and clear during opening times and only used in an emergency.

A first-aid box is situated in the kitchen adjacent to the bar.

Parking

There is limited parking at the rear of the premises. Vehicles must be parked within the marked bays and be removed at the close of the event hire period.

Overflow parking is available in the public car park directly opposite the Club. (Non-chargeable after 6.30pm).